

COUNTY OF KAUAI  
Minutes of Meeting  
**OPEN SESSION**

Board/Committee:		Kauaʻi Fire Commission		Meeting Date	May 1, 2017
Location	Mo`ikeha Building – Meeting Room 2A/B			Start of Meeting: 2:04 p.m.	End of Meeting: 2:46 p.m.
Present	Chair Michael Martinez; Vice-Chair Thomas Nizo; Members: Linda Kaauwai-Iwamoto, Clifton (Jimmy) Miranda (arrived at 2:31 p.m.), Alfredo Garces Jr. and Chad Pacheco  Also present: Board & Commissions Office Staff: Support Clerk Mercedes Omo; Office of the County Attorney: County Attorney Mauna Kea Trask and Deputy County Attorney Nicholas Courson; Fire Department: Fire Chief Robert Westerman; Deputy Fire Chief Kilipaki Vaughan; and Fire Chief’s Secretary Eve Domingcil.				
Excused					
Absent					
SUBJECT	DISCUSSION			ACTION	
Call To Order	Prior to calling the meeting to order, Eddie Topenio, Administrative Assistant to the County Clerk, gave the Oath of Office for new Commissioner Linda Kaauwai-Iwamoto.   				

SUBJECT	DISCUSSION	ACTION
		<p>and/or liabilities of the Kaua‘i Fire Commission as they may relate to this item.</p> <p>Ms. Kaauwai-Iwamoto moved to enter into Executive Session. Mr. Pacheco seconded the motion. The motion carried 5:0.</p>
<p><b>Return to Open Session to ratify the actions taken in Executive Session</b></p>	<p>At 2:26 p.m. the Commissioners reconvened in Open Session. Chair Martinez called for a motion to ratify the actions taken in Executive Session.</p>	<p>Mr. Garces moved to ratify the actions taken in Executive Session. Ms. Kaauwai-Iwamoto seconded the motion. The Motion carried 5:0.</p> <p>ES KFC 2017-005: The Commissioners were briefed by County Attorney Mauna Kea Trask on the County’s draft 2017 edition policy on Grievances and Complaints for Department Heads that can be removed by Boards and Commissions.</p> <p>ES KFC 2017-004: Motion carried 5:0 to approve the Executive Session meeting minutes of April 3, 2017.</p>

SUBJECT	DISCUSSION	ACTION
<b>Approval of Minutes</b>	Regular Open Session Minutes of April 3, 2017.	Mr. Garces moved to approve the meeting minutes of April 3, 2017 as circulated. Mr. Pacheco seconded the motion. The motion carried 6:0.
<b>Chief's Monthly Reports</b>	<ol style="list-style-type: none"> <li>1. Fire Commission Reports</li> <li>2. Fiscal Report</li> <li>3. Daily Flight Hours and Alarm Data</li> <li>4. Commendations</li> <li>5. Chief's announcements and pertinent updates</li> <li>6. Quarterly Report on the Department's 2017 Goals</li> </ol> <p>Fire Chief Westerman reported no significant updates other than the Ocean Safety Bureau Report reflecting a total of 64 hours of training spent in the month of March. Drowning statistics (5 to date) is a lot more in history than the Department has ever had.</p> <p><u>Fiscal Report</u>  The Department is anticipating about a 1.59% (\$405,000) return to the General Fund from a \$32 million budget. However, anything could happen in the next couple of months.</p> <p><u>Daily Flight Hours and Alarm Data</u>  Nothing significant to report. 2.4 hours were spent on search and rescue operations for the month of March. A final payment of \$24,000 out of the \$208,000 budget to lease Air 1 Helicopter was made this month.</p> <p><u>Commendations</u>  There were two (2) letters of commendation received. The first letter came via email. The writer wrote to thank the two (2) firefighters who helped to take care of a friend at Wilcox Hospital. According to the writer, the friend came into the emergency room with early signs of heat stroke after playing in the Dinosaur Volleyball Tournament at</p>	

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	<p>Kalapakī Beach. Both firefighters were kind and helpful, and made the time spent at the hospital pleasant despite the circumstance.</p> <p>The second letter of commendation came from Mr. Hobey Beck, President of the Namolokama O Hanalei Canoe Club. Mr. Beck wrote to thank the Fire Department and lifeguards, especially Jody Foster of the Kaua‘i Fire Department for providing a team of firemen and Jet Ski safety patrol during the 2016 Hanalei Swim Challenge.</p> <p><u>Report on the Fire Department’s 2017 Goals</u>  Fire Chief Westerman reported that although he doesn’t see anything that would keep the Department from accomplishing its goals, there are a few minor challenges that may keep the Department from getting to 100% mark and that has to do with technology. Currently, the Department is waiting on the HR Department to solidify the contract so the Department can start to do its timesheet online and pending purchase of iPad’s and software.</p> <p><u>Recruit Class</u>  The 27<sup>th</sup> Recruit Class started today, May 1, 2017, with five (5) new recruits. The class will continue for the next nine (9) months.</p> <p>Mr. Miranda asked relative to the five (5) new recruits if there would be more openings to which Fire Chief Westerman replied the Department has to wait ’til the mass retirement to do the next recruit class. The Department is going to lose anywhere from ten (10) to fourteen (14) firefighters at the end of the year due to retirement.</p> <p>Chair Martinez asked what the status of the legislator’s stance was to make the liability protection for the county’s lifeguards permanent who might face lawsuits related to their jobs permanent, and how would that decision affect the people of Kaua‘i.</p>	

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	<p>Fire Chief Westerman stated that the bill would affect all counties statewide. From his understanding, the legislators are intending to let the current law sunset come June 30<sup>th</sup>. In fact, today, he (Fire Chief Westerman) is meeting with the Mayor, Managing Director, County Attorney, Director of Finance and the Fire Department to figure out what other options are out there going forward and what the county's liability would be once the bill sunsets on June 30, 2017.</p> <p>With no further questions or comments, Chair Martinez called for a motion to accept the Chief's monthly reports.</p>	<p>Ms. Kaauwai-Iwamoto moved to accept the Chief's monthly reports. Mr. Pacheco seconded the motion. The motion carried 6:0.</p>
<p><b>Business</b> <b>KFC 2017-02</b></p>	<p><u>Report from the Permitted Interaction Group (PIG) on the criteria for the Fire Chief's new job description which will be instrumental in the recruiting and hiring of a new Fire Chief in the future. (On-going)</u></p> <p>Deputy County Attorney Courson stated that based on his conversation with Deputy County Attorney Teresa Tumbaga, the issue is still pending so a motion to defer the matter would be appropriate at this time. Chair Martinez called for a motion to defer item KFC 2017-02 to the next meeting. Mr. Miranda noted that the PIG should be able to provide the final draft of the Fire Chief's new job description at the next meeting. Ms. Omo noted that the item is an on-going item to which Mr. Courson replied if that's the case, no motion to defer is needed.</p>	
<p><b>KFC 2017-03</b></p>	<p><u>Discussion and decision-making on selecting two (2) members of the Fire Commission to attend the IAFC's Annual Conference &amp; Expo from July 26-29, 2017 in Charlotte, North Carolina at the Charlotte Convention Center.</u></p> <p>Chair Martinez noted if no one from the Commission wants to attend the conference, he would be more than willing to go. Mr. Pacheco stated he would like to attend the conference as well, but he has to check his work schedule first.</p>	

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	Chair Martinez stated that as of right now, both he and Mr. Pacheco will be attending the conference; however, if Mr. Pacheco is unable to attend, Vice Chair Nizo did indicate that he would like to attend if no one else was interested in attending the conference.	
<b>KFC 2017-04</b>	<p><u>Discussion and decision-making on selecting two (2) members of the Fire Commission to attend the 2017 Hawai'i Fire Chief's Association Conference from November 30 to December 2 at the Fairmount Waikoloa Orchid Resort on the Big Island.</u></p> <p>Chair Martinez stated that he understands the conference is a long way out but if anyone wants to go to let him know at the next meeting. Ms. Kaauwai-Iwamoto indicated she would like to attend the conference.</p>	
<b>Announcement</b>	Next meeting – Monday, June 5, 2017 – 2:00 p.m. at the Mo'ikeha Building, Meeting Room 2A/2B.	
<b>Adjournment</b>	With no further business to conduct, Chair Martinez called for a motion to adjourn the meeting.	<p>Mr. Miranda moved to adjourn the meeting. Mr. Pacheco seconded the motion. The motion carried 6:0.</p> <p>At 2:46 p.m. the meeting adjourned.</p>

Submitted by: \_\_\_\_\_  
Mercedes Omo, Staff Support Clerk

Reviewed and Approved by: \_\_\_\_\_  
Michael Martinez, Chair

(x ) Approved as circulated on June 5, 2017  
( ) Approved as amended. See minutes of \_\_\_\_\_ meeting.